

**Chapter B Administration – Fiscal and Personnel**

**Section .1800 PROFESSIONAL STANDARDS AND CONDUCT OF EMPLOYEES**

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**.1801 GENERAL PROVISIONS**

All Community Corrections employees will adhere to the specific requirements as set out below which comply with Department of Correction Policy and Procedure and North Carolina Statutes.

**.1802 ABSENCE FROM WORK**

It is imperative that all personnel follow the chain-of-command for any absences from the employee's workstation. Notification to the employee's immediate supervisor will be made for any sick leave or tardiness prior to, or within thirty (30) minutes of the employee's designated time to report to his or her work station. If the immediate supervisor is not available, the employee will notify the next supervisor in the chain-of-command.

**.1803 APPEARANCE STANDARDS**

All employees will keep a neat, well-groomed, professional appearance while on-duty; attention to personal hygiene is required. Visible signs or symbols of apparent membership to a community threat group as evidenced by tattoos or other signs or symbols of membership is prohibited.

As a public service, public safety agency, it is expected that a professional image be displayed and maintained with offenders, collateral agencies, the courts, and the general public at all times.

Proper managerial judgment and oversight is expected regarding appropriate attire in their location. The Judicial District Manager will ensure consistent application of the appearance standards across the district. The appearance standards for all employees will be as follows:

**(a) Attire for Office Setting**

Appropriate attire for the office setting for all employees (except management level) is business casual.

Business casual is a crisp, neat, conservative classic look that is appropriate for a chance meeting with the agency head or other senior leadership. Casual clothing that works for the beach, clubs, exercise/workout session or sporting events; that reveal cleavage, back, stomach, or underwear garments; or that is worn frayed is not appropriate.

Managers may designate "dress down" casual Fridays or dress down days for single occasions such as office moves, etc. depending on the operational needs of the work location.

**Management.** Management will dress in a manner that projects a professional image. Managers may wear either business casual or professional attire but it must fit the occasion. If the job requires an appearance in court, attendance to a meeting or representing the agency in an official capacity, business professional attire as described below for a courtroom setting is required.

**(b) Attire for Courtroom Setting – Business Professional**

Appropriate attire for the court setting and professional meetings is business professional.

**(c) Attire for Field Work**

Attire for field work may be professional or business casual. No jeans may be worn when conducting field work regardless of the shift. Field work attire may include:

- (1) Casual slacks, khakis, cargos, BDUs, or for females Capri slacks;
- (2) Appropriate shirt with a collar;
- (3) Casual shoes;
- (4) Appropriate shirt/blouse (female)

**(d) Training Attire**

Attire for training may be business casual or casual. Casual attire to include non-tattered, unfrayed, clean jeans and tee shirts may only be worn during training requiring physical exertion (i.e., firearm training/qualification, Control Restraints Defense Tactics (CRDT) training or CPR training. Tennis shoes are also allowed in these training situations.

**(e) Unacceptable Attire - Any Setting**

Unacceptable attire for all Community Corrections employees includes:

- (1) Blue jeans (see training exception above),
- (2) Tee shirts, (see training exception above),
- (3) Tank tops,
- (4) Sport or casual sandals or sandal-like slides,
- (5) Outfits or tops revealing the torso; low-riders or low-cut tops,
- (6) Baggy pants,

- (7) Shorts or cut offs,
- (8) Athletic clothing (nylon jogging suits, sweats)

**(f) Division Issued Clothing**

- (1) Any equipment or clothing issued to employees is for the designed job duty or duties and is not for personal use of the employee; unless otherwise specifically stated in other areas of this policy.
- (2) Any equipment or clothing item purchased with State, Federal, or Grant funding is considered state owned and issued property.
- (3) Alterations or modifications to State issued equipment and clothing are not permitted unless otherwise specifically stated in other areas of this policy.
- (4) Use of the Department of Public Safety or DCC emblem or logo on any item must have prior approval through the chain of command to the Director's Office.
- (5) Not to be worn in a fashion that would misrepresent or discredit the agency.
- (6) Not to be used for personal gain.
- (7) Cap must be worn with bill forward.
- (8) No pins or logos to be attached to clothing.

**(g) Inventory Control for Division Issued Clothing**

- (1) Control and inventory of employee clothing will be the responsibility of the employee and supervisor.
- (2) Equipment Inventory Sheet will be prepared for each employee beginning on the date of issue. Upon separation from the Division, the employee will be required to return all issued clothing as listed on Employee Inventory Sheet.
- (3) Issued items will be replaced on a wear/tear basis; these items must be submitted to the supervisor when replacement becomes necessary.

**(h) Jewelry**

- (1) Conservative jewelry is authorized for all personnel and will be limited so as not to detract from the work environment or the official/professional presentation of the employee and should not present a safety hazard.

- (2) Employees may wear up to two earrings, in or on each ear, while on duty. Earrings that detract from a professional appearance will not be worn.
- (3) Body piercing jewelry, other than earrings as listed in this section, which is visible anytime while on duty, is prohibited.

#### **.1804 REQUESTS FOR REASONABLE ACCOMODATION(S)**

(For full explanation and guidelines, refer to the North Carolina Department of Correction Personnel Manual, Section No. 3).

Requests for reasonable accommodation(s) will be initiated in writing (DC-730 - Request for Reasonable Accommodation) by the employee or the applicant and submitted through the appropriate chain of command. All employee requests, excluding mandatory Criminal Justice Education and Training Standards Commission Basic Training requirements, will be initiated using Form DC-730 "Request for Reasonable Accommodation" and must include the Nature of the Disability, including any specific limitation(s) and a description of requested permanent accommodation(s) and what, if any, temporary accommodation(s).

The Form DC-730 shall be forwarded to the Judicial Division Office. Temporary accommodation requests of six (6) weeks or less are approved at the Division level. In the instance of a permanent accommodation request, the form DC-730 is forwarded through the chain of command to the Community Corrections Personnel Section. Thereafter, when the Personnel Section has obtained all necessary information, the ADA request will be presented to the DOC ADA Office for a decision.

The ADA does not require an employer to modify the essential job functions as a reasonable accommodation; therefore, requests for a waiver of an essential job function(s) cannot be given consideration. All requests related to mandatory Criminal Justice Education and Training Standards Commission Basic Training requirements will be initiated using Form DC-730-VS.

#### **.1805 SECONDARY/ DUAL EMPLOYMENT**

(For full explanation, refer to the North Carolina Department of Correction Personnel Manual, Section No. 8).

The employment responsibilities to the State and Division are primary for any employee working full-time. Any other employment in which that person chooses to engage is secondary. An employee must seek approval from the Division Administrator /Section Manager prior to engaging in any secondary employment. The employee will submit a Request and Approval Secondary Employment Form through the chain of command. Once a disposition has been determined, the Request and Approval Secondary Employment Form shall be retained both at the Judicial Division Office/Section Manager and in the Judicial District Office/Personnel Office. The purpose of this approval procedure is to determine that the secondary employment does not have an adverse effect on the primary employment and does not create a conflict of interest. To be eligible for secondary employment, an employee must be adequately performing his or her duties and the appraisal process must reflect no performance problems, and there must be no active disciplinary action.